

Faculty Professional Development Policy
American English Institute (AEI), a Unit of the College of Arts and Sciences

Support for Professional Development Activity

The AEI encourages its faculty to actively pursue individual programs of professional development. It is AEI policy to provide support for such efforts to the extent that it is financially feasible and equitably distributed. This support may take the form of financial travel support to professional meetings, support for research, travel support for regional and national positions held, allowing travel during the term for consulting activity, providing substitutes for classes, etc.

The Faculty Professional Development Funds Disbursement Committee must vet all requests for financial support in the form of travel, lodging, registration fees, etc. The committee is comprised of three faculty administrators in AEIS, IEP, and IP leadership roles. Exceptions to this rule include travel for purposes of program development, which are approved solely by the Executive Director. The process for making PD funding requests follows below.

Requesting AEI Support for Conference Attendance

Faculty members requesting time away from assigned duties for the purpose of professional development must:

1. Fill out a request form, which can be found at: <https://blogs.uoregon.edu/aeiweb>
2. Faculty member logs in, clicks on "Forms" then on "Business Travel Request Form," and fills out the form completely. This form will auto-send to the Executive Director or designee for time away approval.
3. If funding is being requested as well as time away (travel, lodging, registration, etc.), the Executive Director or designee will forward the form to the Faculty Professional Development Funds Disbursement Committee for scoring. (Rubric for this purpose appears below.)

The amount and extent of support will be determined by the purpose for which it is requested, internal competition for support, and available resources at any given time. The monetary amounts associated with the points listed on the scoring rubric below may change due to institutional financial constraints. A per instructor, per annum cap may be placed on PD funds in a given annual year. Records are kept of per instructor and per year funds distribution, and reviewed by the Executive Committee yearly, in order to ensure equity in distribution over time. Funds may only be carried forward from one year to the next if a clear plan for their expenditure is in place.

Virtual attendance and presentations are encouraged. If an instructor is attending a conference, the AEI will provide a substitute as needed. The Executive Director or designee reserves the right to not approve requests for time away, among other reasons, under circumstances where substitute teachers cannot be arranged.

Approved by CAS Dean's Office – September 2018

Professional Development Proposal Evaluation Form (Conference Travel)

This form is used to score funding requests for travel related to faculty professional development. Funding is awarded based on the total score and availability of funds.

		Count	Points	Total
Conference reputation/prominence	Major national conference (TESOL, AAAL, NAFSA, etc.)	0	5	0
	Regional conference (ORTESOL, CATESOL, MexTESOL, etc.)	0	3	0
	Generic "educational" conference of little relevance and/or reputation	0	0	0
Type of activity	Major board member or chair of minor board	0	13	0
	Plenary / PCI (pre-conference institute, or similar extended presentation)	0	13	0
	Practice or research-oriented full presentation (45 min. or greater)	0	3	0
	Member at large of minor board (committee, interest section, etc.)	0	3	0
	Poster session, short Electronic Village or teaching tip-type presentation (20-30 min.), discussion group, roundtable exchange, or similar	0	2	0
	N/A: No qualifying activities (if this is the case, skip questions 4-6 and give no points for them)	0	0	0
New presentation?	Completely new	0	5	0
	Significantly revised/updated version of a previously given presentation	0	3	0
	Previously presented a single time with little or no revision	0	1	0
	Previously presented multiple times with little or no revision	0	0	0
Number of people from the AEI presenting (AEI faculty; if giving multiple presentations, use the presentation with the fewest presenters)	One	0	3	0
	Two	0	2	0
	Three or more	0	1	0
Possibility for combined purpose of trip (e.g. meet with partner institution or another conference in the same area) or additional funding sources; must be approved by Director	Cost-sharing/meetings/activities with high-benefit partner	0	5	0
	Cost-sharing/meetings/activities with mid-to-low-benefit partner	0	2	0
	No additional meetings/activities/conferences or funding sources	0	0	0
Presenter has clearly articulated the rationale for this proposal and it clearly furthers her/his professional development (contributes to development of expertise in a chosen area, etc.) and/or contributes to the AEI's Mission	Yes	0	5	0
	Somewhat	0	3	0
	No	0	0	0
Total Score				0

Funding Scale [Total dollar amounts awarded per *instructor*, per *annum*, may actually be capped below the amounts listed here. This chart shows only maximum amounts per proposed *event* that would be allowed under any budgetary circumstance.]

30+	Points=	\$2,000 – capped at \$1100 for FY19
20-29	Points=	\$1,500 – capped at \$1100 for FY19
15-19	Points=	\$1,000
11-14	Points=	\$500
5-10	Points=	cost of registration

Alternative Funding Opportunities

The University of Oregon's Global Studies Institute is offering international research travel awards of up to \$1000 in support of the research activities of UO faculty. Priority will go toward research projects, though travel to present research at international conferences will also be considered. https://gsi.uoregon.edu/go_faculty_travel_fund -

Requesting Time Away for Offsite Work

To the extent possible in relation to course, administrative, and project assignment needs, the AEI supports instructors in longer-term off-site work for external institutions that further develops the field and increases our programmatic visibility in the field. Examples of such work may include but are not limited to teacher training, professional workshops, and program development. Such work may be solicited via a grant proposal process processed via AEI Innovative Programs, and then assigned as FTE.

Instructors may, via their own personal and professional contacts, also be individually solicited for external work. Time away requests for these opportunities during contract periods must be made to the Executive Director or designee, and are not guaranteed, but will always be considered. Permission is dependent on program need. It may be that AEI funds would also be contributed to these opportunities, but these must be requested directly from the Executive Director or designee, who will make decisions in consultation with the Executive Committee. External consulting occurs in compliance with the UO Policy:
<http://policies.uoregon.edu/policy/by/1/09-research/conflicts-interest-potential>

Research and Development

Research and development activities are encouraged and supported in keeping with practices outlined by UO Academic Affairs:
<http://policies.uoregon.edu/content/faculty-non-tenure-track-faculty-nttf>

All research activities are expected to comply with UO Research Compliance Services:
<http://rcs.uoregon.edu/>

Faculty who wish to pursue external funding opportunities in support of their research are should work with AEI's Fiscal and Designated Grants Administration team. They are also required to meet all UO Sponsored Projects Services guidelines:
<https://orsa.uoregon.edu/>

AEI Business Travel Approval Process

Updated September 4, 2017

